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ABSTRACT

This guide was developed by the Environmental Protection Agency (EPA) to provide individual with information about potential administrative careers with the agency. The brochure's introduction presents an overview of the EPA and its involvement in setting environmental standards, standards enforcement and monitoring, and future trends in environmental protection. Subsequent sections describe administrative careers in the EPA, give personal accounts of a day in the life of an EPA administrator, list selected job titles and duties, present EPA job requirements, and explain how to apply for vacancies at the EPA. A list of EPA human resources offices is provided. (MDH)

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OUR WORKFORCE AT EPA IS ONE OF GREAT

DIVERSITY. WHATEVER YOUR OCCUPATION, YOUR

INVOLVEMENT IS IMPORTANT AND NECESSARY,

AND YOUR EFFORTS ESSENTIAL TO FULFILLING

THE MISSION OF THE UNITED STATES

ENVIRONMENTAL PROTECTION AGENCY.

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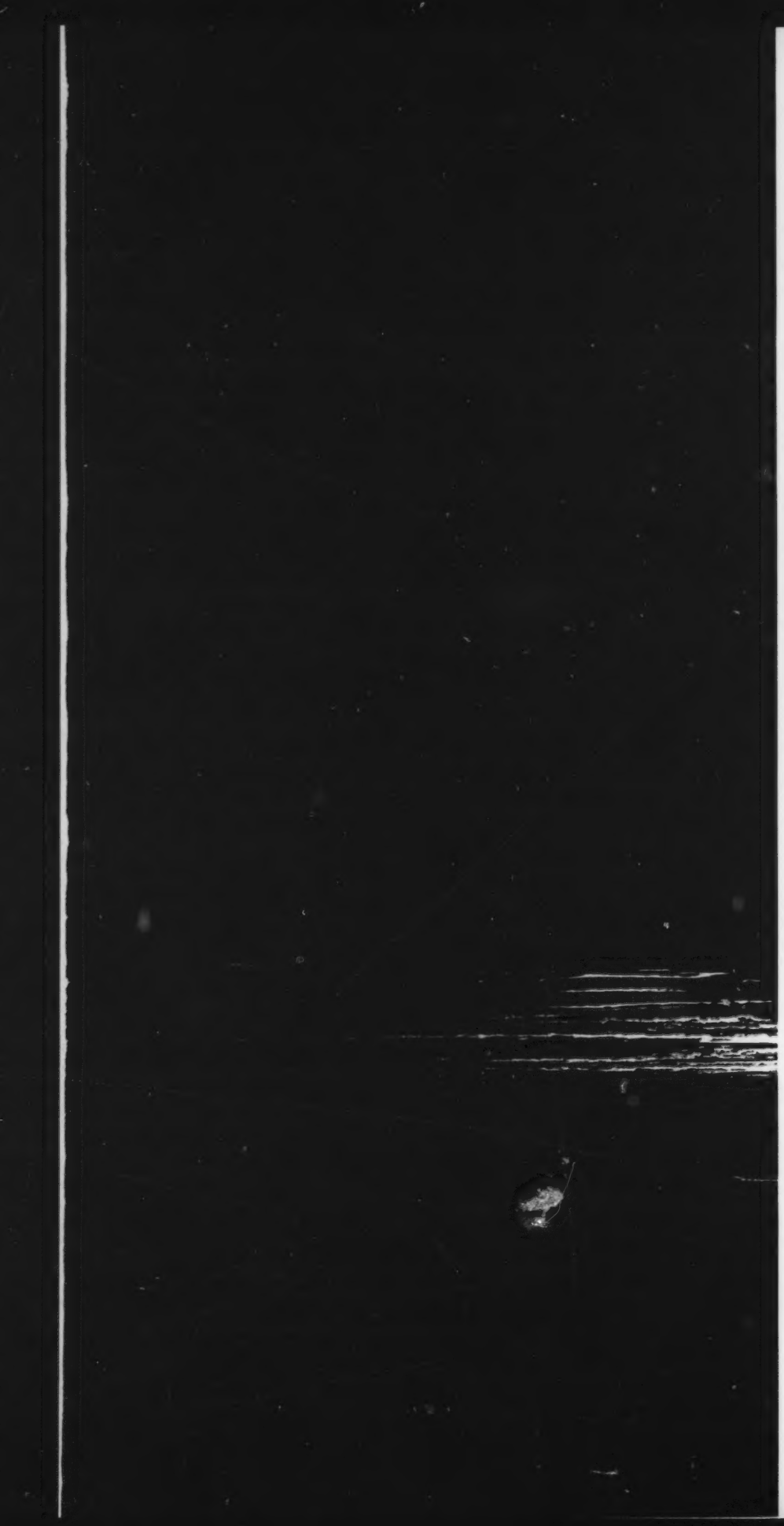

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EPA Highlights

In 1974, the Safe Drinking Water Act (SDWA) authorized EPA to establish regulations to limit the amount of various substances in water used for drinking.

The 1987 Clean Water Act amendments require certain industries to "pretreat" their wastewater so that toxic chemicals and other harmful substances do not enter sewage systems that were not designed to treat them.

The new Clean Air Act contains provisions for large reductions in emissions of sulfur dioxide and nitrogen oxides to combat acid rain. The new national goal for year 2000 is to reduce SO_2 emissions nationwide by 10 million tons.

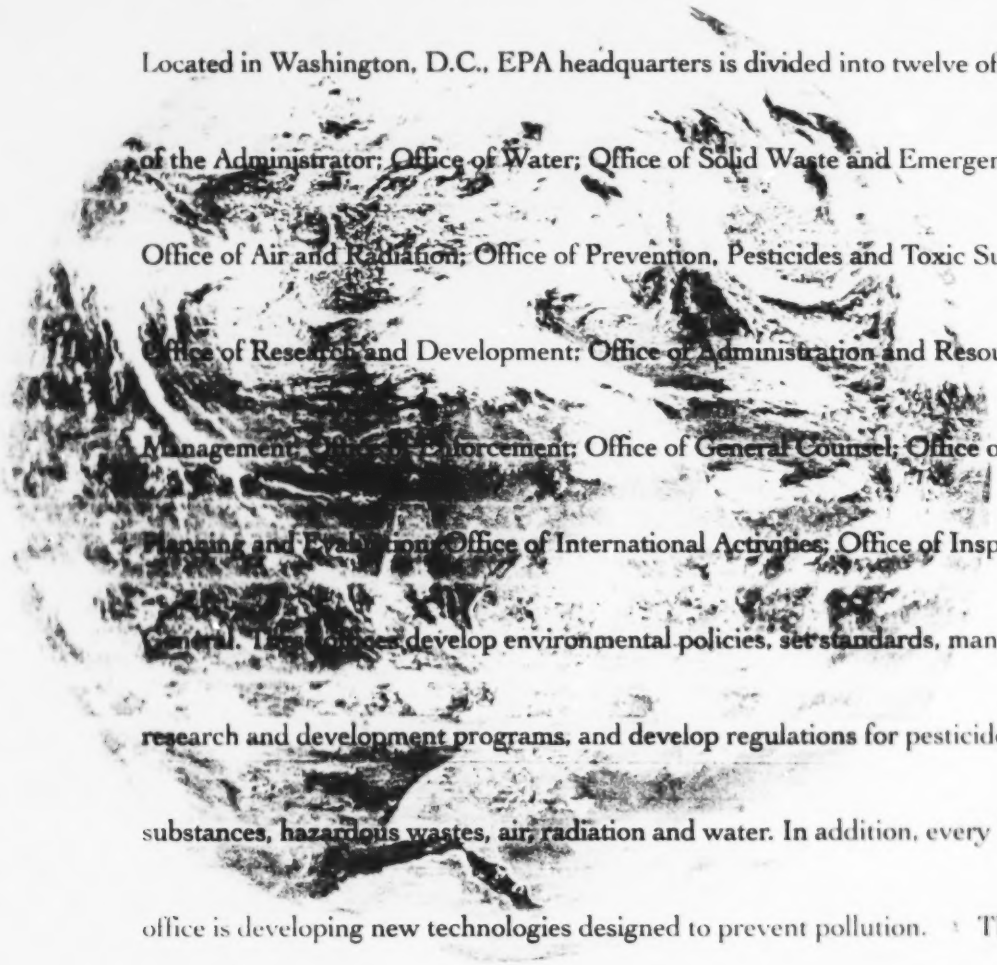
The Resource Conservation and Recovery Act regulates hazardous waste from over 200,000 generators, through transportation, storage and treatment to final disposal. Hazardous waste handlers must now clean up contamination resulting from past waste management practices as well as from current activities.

Work is underway to reduce municipal solid waste through a combination of source reduction and recycling measures.

The 1990 Farm Bill could further reduce agricultural pesticide use and enhance environmental quality. This includes promoting more environmentally sound crop rotation practices, promoting research and education, and providing incentives for farmers to adopt more environmentally sound habits.

INTRODUCTION TO EPA. . .

We're a dynamic team of diverse people dedicated to improving and preserving the quality of the environment. The United States Environmental Protection Agency (EPA) was founded in December 1970 to consolidate the government's environmental regulatory activities into a single agency. Over the past 20 years, EPA has greatly expanded its scope and responsibilities in meeting environmental challenges.



Located in Washington, D.C., EPA headquarters is divided into twelve offices: Office of the Administrator; Office of Water; Office of Solid Waste and Emergency Response; Office of Air and Radiation; Office of Prevention, Pesticides and Toxic Substances; Office of Research and Development; Office of Administration and Resources Management; Office of Enforcement; Office of General Counsel; Office of Policy, Planning and Evaluation; Office of International Activities; Office of Inspector General. These offices develop environmental policies, set standards, manage complex research and development programs, and develop regulations for pesticides, toxic substances, hazardous wastes, air, radiation and water. In addition, every EPA program office is developing new technologies designed to prevent pollution. There are also ten Regional Offices which administer EPA programs and provide technical assistance to state, local and tribal governments. World-class research and development in all the environmental disciplines is carried out in our 20 research facilities. At last count, EPA employed almost 19,000 and the numbers continue to grow.

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Treatment and disposal of waste are not enough; pollutants must be prevented from being generated in the first place. We have learned the inherent limitations of treating and burying waste. A problem solved in one part of the environment may become a new problem in another part. We must curtail pollution closer to its point of origin so that it is not transferred from place to place.

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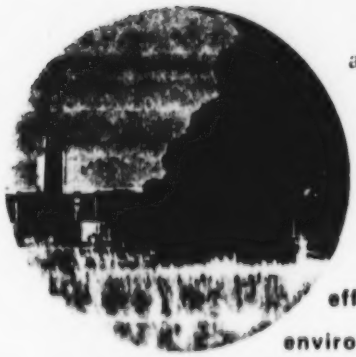
SETTING STANDARDS

EPA is responsible for setting standards that help protect the public's health and welfare. Whether this involves restricting pesticide use or setting emission levels for automobiles, EPA is taking steps to ensure a cleaner future.

ENFORCEMENT AND MONITORING

The Agency's philosophy has been to encourage voluntary compliance by private industry and communities, and ensure that state, local and tribal governments perform enforcement activities necessary to meet EPA standards.

Various types of monitoring processes and activities exist within EPA. Some are broadly based monitoring programs that determine whether pollution levels and emissions are increasing or decreasing. Other methods of evaluation determine if the various abatement programs developed by EPA and state and local governments are as effective as they should be.



TRENDS FOR THE FUTURE

EPA's 20 year efforts toward a cleaner environment and improved human health have been vigorous. Worldwide, the belief that industry cannot endure the restrictions of environmental controls, is being replaced by an awareness of industry's role in nurturing the environment. Protecting the planet is a huge commitment and to be successful it will take everyone working together. Complementing EPA's efforts have been state, tribal and local governments, citizen's environmental organizations, and countless individuals, many of whom have been working on pollution control for years. EPA has developed five new themes which reflect future directions for ensuring a cleaner environment: pollution prevention, voluntary action, reducing risks, economic incentives, protecting natural resources. It's time to develop a new pattern of environmental management — working with nature.

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GEOGRAPHIC LOCATIONS

EPA headquarters is located in Washington, D.C., one of the country's most culturally rich areas. Although one-third of EPA's positions are in our nation's capital, we hire administrators at all ten Regional Headquarters and Field Offices. The Regional Offices are located in major cities throughout the U.S. with Field Offices and Labs located in areas that geographically and environmentally enhance each lab's mission.

ENVIRONMENTAL REFERENCE

The following publications can provide you with more information on environmental careers.*

Newsletters

Environmental Opportunities
Box 670
Walpole, NH 03608

Job Scan
The Student Conservation Assn., Inc.
P.O. Box 550
Charleston, NH 03603

The Job Seeker
Rt. 2, Box 16
Warrens, WI 54666

The Nature People Career Services
P.O. Box 98
Warrens, WI 54666

Environmental Careers
Circulation Dept.
760 Whalers Way, Suite 100-A
Fort Collins, CO 80525

Periodicals

Resource Recycling
P.O. Box 10540
Portland, OR 97210-9893

Biocycle
Journal of Waste Recycling
Emmaus, PA 18049

Buzzworm
P.O. Box 6853
Syracuse, NY 13217-7930

E: The Environmental Magazine
P.O. Box 6667
Syracuse, NY 13217-7934

Garbage
P.O. Box 51647
Boulder, CO 80321-1647

Friends of the Earth
218 D Street, SE
Washington DC 20003
202 544-2600

World Watch
P.O. Box 6991
Syracuse, NY 13217-9942

Books

The Complete Guide to Environmental Careers
Island Press
Box 7, Dept. 4CC
Covelo, CA 95428

EPA does not necessarily endorse these publications. This list is provided as a sample of available information.

ADMINISTRATIVE CAREERS IN EPA

The future of the environment will require that diverse teams of professionals work together to meet the growing demands and challenges to preserve and, when possible, restore our environment. Individuals who have backgrounds in liberal arts, business, accounting, law enforcement, education and many other disciplines are essential to achieving EPA's mission.

Before choosing a career in the environmental field, consider a few questions: What do you enjoy doing? Where do you excel? How much education do you want to pursue? In other words, narrow down your goals and then investigate the various jobs that deal with improving the environment. There are many ways to find out more about careers in the environment. Write or call any EPA Human Resources Office for more information.

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A DAY IN THE LIFE OF . . .

Estelle • **"I'm a budget analyst for the Office of Inspector General (OIG). My primary responsibility is to determine whether budget allocations are being made within the confines of our guidelines and also to ensure they are in line with the primary goals of the Agency. If it sounds like a lot of number crunching, it is. But, number crunching is what I enjoy. I like to see things balance. You might be surprised to know that there's actually a great deal of diversity in this kind of work. In the OIG we deal with every EPA office on an on-going basis. • Things have been changing so rapidly that my job has remained very challenging. • Although I truly enjoyed the work I did in the past for a private company, I find this is the work that makes me feel vital. Plus, the little extras are a real plus. Even though there are so many of us here, the benefits are very people and family-oriented — like the Flexible Work Schedule, which almost everyone who has a family uses. It's nice to know that if you want to, you can come in at 7:30 am and leave at 4 pm. It's the flexibility built into the Agency policies that enhances my family life. I'm very appreciative of that."**

"Hello, my name is Eric. I work in OPPTS (Office of Prevention, Pesticides & Toxic Substances) as an environmental protection specialist (EPS). Although I'm considered a specialist, I'm learning new things every day. We've done some pretty harsh things to our planet. I know it takes dedication and discipline to be environmentally responsible, but after you've seen and heard some of the things I have, you would never even consider the wasteful lifestyle you once did. • The most important part of my job as an EPS is to draft and issue compliance monitoring strategies. In other words, if a pesticide is cancelled or suspended, my job is to instruct the regional and state inspectors in what actions to take. • Working with EPA has done a lot for me to further my goals. I was originally an attorney but wasn't feeling fulfilled. Now, I realize there are unlimited avenues for growth. I'm working with Susan in Human Resources to plot my career path at EPA. What more could I ask for?"

JOB REQUIREMENTS FOR ENVIRONMENTAL ADMINISTRATIVE CAREERS

There are hundreds of rewarding and fascinating jobs in EPA for you to investigate. Our scientific and engineering colleagues work closely with many other specialists to develop and implement program activities. Here at EPA, we have professionals from every background. You will find budget analysts, environmental protection specialists, education specialists, computer specialists, information resource specialists, program and management analysts, economists and human resource specialists to name a few of the occupations which are needed to get the important work of EPA done. Each occupation has separate qualification standards depending on the position to be filled. The following page provides information on basic requirements for a few of the more common administrative occupations.

Students seeking undergraduate degrees may prefer to major in traditional areas rather than concentrate on environmental studies. Federal, state and local government agencies often hire persons from traditional fields and train them for environmental applications. Also, students with such educational backgrounds are in a strong position to compete for jobs in non-environmental companies if they are unable to find employment in environmental fields.

Most jobs at EPA are in the competitive service, which means that applicants compete with other candidates and must be evaluated by the Office of Personnel Management (OPM). In order to get on the appropriate lists, contact the nearest Federal Job Information Center to see whether applications are being accepted in your area for the kind of work you want. If you are not sure what kind of work you want, a job information specialist may be able to suggest the type of work for which you qualify, based on your education and experience.

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SELECTED JOB TITLES AND DUTIES

If you have a specific occupational area you are interested in and it is not listed here, please contact any EPA Human Resources Office for more information.

AUDITOR/ACCOUNTANT • Auditors review financial and program management. They are interested in identifying ways for the Agency to be more effective and reduce costs. Often they are required to travel to programs both inside and outside of the Agency. • Most of the accountants at EPA are responsible for ensuring that debits and credits are posted to the proper accounts, correcting misapplied charges, and disbursing funds. Some accountants are involved in developing policies and procedures, and others work with computer specialists to design and maintain EPA's automated financial management systems. • A bachelor's degree in accounting or a bachelor's degree in a related field with 24 semester hours in accounting or a certain combination of work experience and education is required for entry-level positions. Graduate degrees or specialized experience is required for more advanced positions.

MANAGEMENT AND PROGRAM ANALYST In these positions you would serve as a staff analyst, evaluator, or advisor to management. Management analysts work on administrative management matters such as organization design, distribution of work assignments and delegation of authorities. • As a program analyst you would be involved in planning, analyzing, and evaluating EPA programs and operations. You will set and assess program objectives and policies; measure work operations and progress; and develop resource estimates. Qualifications vary by position and grade. Entry-level positions require an undergraduate degree or appropriate experience which demonstrates qualifications for the specific position. Advanced positions will require specialized experience or a graduate degree.

ENVIRONMENTAL PROTECTION SPECIALIST • There are over 2,000 environmental protection specialists (EPS) who perform a wide variety of duties at EPA. An EPS can be involved in anything from monitoring the implementation of environmental plans, to overseeing the distribution and effectiveness of grants. Professionals in this occupation work to conduct research related to environmental programs with scientific and engineering colleagues. • Due to the diversity of positions in this occupational area, qualification requirements are quite broad. Entry-level positions require either a bachelor's degree or general experience. Superior communication skills are a key for success in this occupational area.

BUDGET ANALYST, CONTRACT SPECIALIST, FINANCIAL SPECIALIST • If you are interested in management of financial resources, these specialities would be for you. Budget analysts formulate budget and cost estimates to support program plans. • Contracting services are an integral part of getting the work done at EPA. In this capacity you would be involved in contracting with commercial and noncommercial sources for services and products to support EPA clients around the Agency. • Financial specialists perform a wide variety of work in support of the Agency's various financial functions. Many specialists are involved in development of financial policies and procedures, while still others design formats for reporting financial information and preparing financial reports for use by Agency management. • There are no specific degree requirements for these occupations. Entry level jobs are usually filled by individuals with a bachelor's degree and an interest in financial or budget areas. You may also qualify if you have three years of experience in relevant administrative or professional areas.

HOW TO APPLY

We're looking for high quality people — hard workers and self-starters willing to persevere in any task undertaken. Entry-level positions start at grade levels 5 and 7 of the General Schedule. Nearly 100 different types of occupations are filled through this program, using one of two options: a written examination or direct appointment based upon superior academic credentials.

If you have an overall GPA of 3.5 or greater, or graduated in the top 10% of your class, you are eligible for non-competitive appointment for some entry-level positions (General Schedule grades 5 and 7) through the Outstanding Scholars Program. This allows you to submit your Application for Federal Employment directly to an EPA office in the geographic area of your choice. • A written examination managed by the U.S. Office of Personnel Management (OPM) and the Administrative Careers with America (ACWA) is required for all other entry-level applicants except auditors and accountants. You can find out more about the examination, such as when and where it is given, by contacting your nearest OPM Federal Job Information Center, listed on this page or call (900) 990-9200. • Individuals who qualify for auditor and accountant positions should submit their completed Application of Federal Employment (Standard Form 171) to the nearest OPM facility to be rated for your occupational series. Once you have received your rating you may submit your application to an EPA office which has appropriate vacancies.

EPA HUMAN RESOURCES OFFICES

EPA Headquarters
401 M Street, SW
Room 3020
Washington, DC 20460
202 260-3266

Regional Offices

EPA Region 1
JFK Office Building
Boston, MA 02203
617 565-3719

EPA Region 2
26 Federal Plaza
New York, NY 10278
212 264-0016

EPA Region 3
841 Chestnut Street
8th Floor
Philadelphia, PA 19107
215 597-8922

EPA Region 4
345 Courtland Street, NE
Atlanta, GA 30365
404 347-3486

EPA Region 5
77 West Jackson Blvd
(MP-4J)
Chicago, IL 60604
312 353-2026

EPA Region 6
1445 Ross Avenue
(6M-HP) 12th Floor
Dallas, TX 75202-2733
214 655-6560

EPA Region 7
726 Minnesota Avenue
Kansas City, KS 66101
913 551-7041

EPA Region 8
999 18th Street
Suite 500
Denver, CO 80202-2405
303 293-1487

EPA Region 9
75 Hawthorne Street
San Francisco, CA 94102
415 744-1300

EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101
206 553-2959

Research and Development Laboratories

EPA
MD-29
Research Triangle Park, NC
27711
919 541-4268

EPA
26 W Martin Luther King Dr
Cincinnati, OH 45268
513 569-7812

EPA
P.O. Box 98516
Las Vegas, NV 89193-8516
702 798-2401

Also serves labs in:
Ada, OK
Athens, GA
Corvallis, OR
Duluth, MN
Edison, NJ
Grosse Ile, MI
Gulf Breeze, FLA
Narragansett, RI
Newport, OR
Warrenton, VA

Field Offices

EPA
Building 53
Box 25227 (DFC)
Denver, CO 80225
303 236-5114

EPA
2526 Plymouth Road
Ann Arbor, MI 48105
313 668-4220

Another way to help our environment

pass these materials on to another interested environmentalist

Reuse, Recycle, Restore.

EPA recognizes the value of its employees and strives for effective Human Resources Management. The Agency is equally dedicated to achieving a representative work force. To this end, EPA's policy is to provide equal employment opportunity for everyone, to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, or disability, and to promote the full realization of equal employment opportunities on the basis of ment and fitness through a continuing affirmative employment program.

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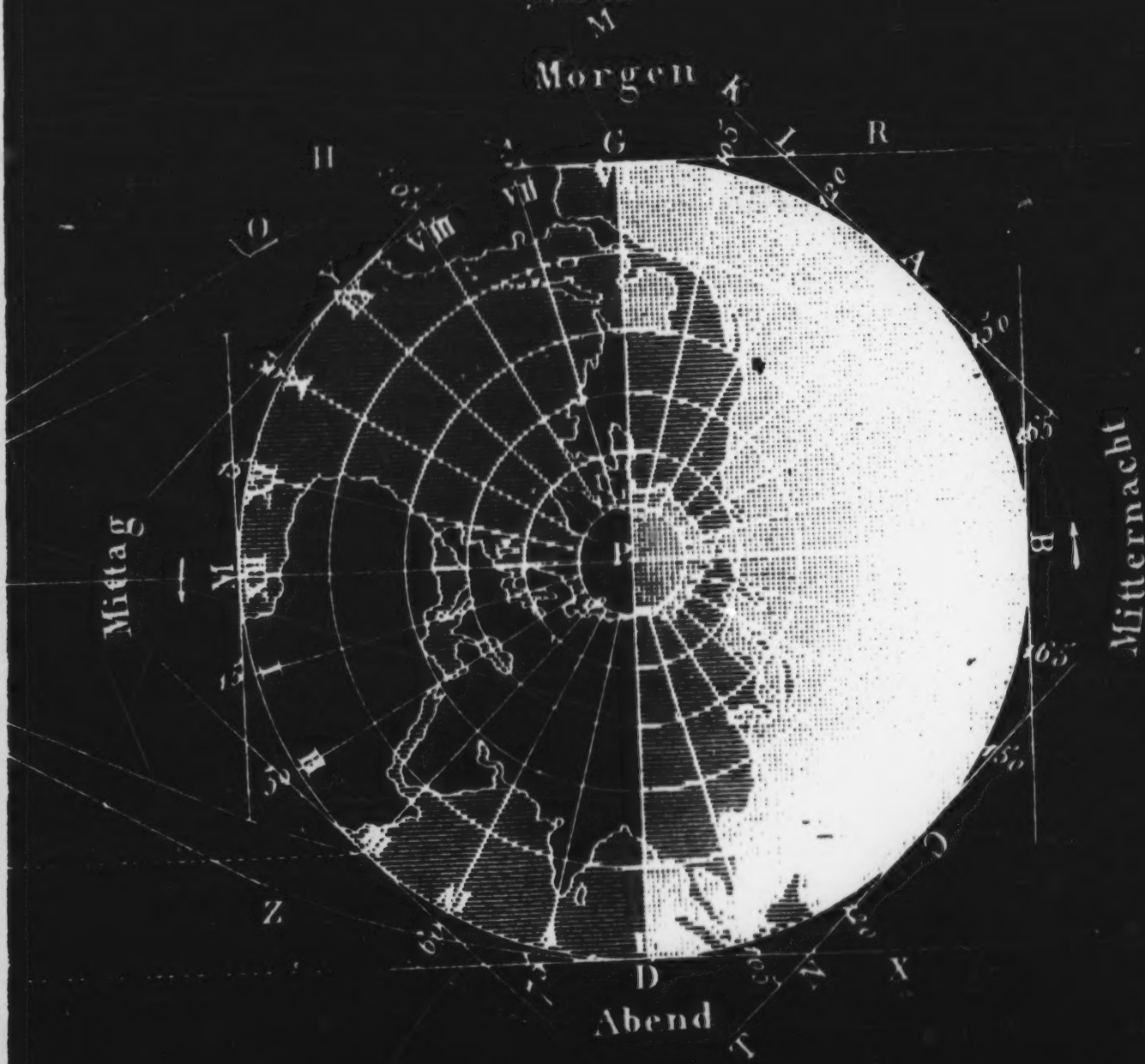
United States
Environmental Protection
Agency

National Recruitment
Program (PM-224)
Washington DC 20460

EPA 240-K92-008
August 1992



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